

# **Annapolis Conservancy Board**

**Thursday, November 18, 2010, 5:30pm**

**Pip Moyer Recreation Center, Room #1**

## **Meeting Minutes**

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### **Members Present:**

Jay Baldwin, **Chair**  
Gretchen Clift  
David Fogle

Thomas Lippert, **Vice Chair**  
Joel Dunn

Karen Jennings  
Jon Chapman

### **Staff Present:**

Steve Carr

Shawn Wampler

Tami Hook, Recorder

## **HOUSEKEEPING:**

### **October 14, 2010 Meeting Minutes**

Ms. Clift moved to approve the October 14, 2010 meeting minutes as amended. Mr. Fogle seconded the motion. The motion passed unanimously in a vote of 7-0.

### **Review Minutes & Activities of Other City Boards**

The meeting minutes of the other City Boards were provided for review and questions should be directed to staff.

### **Future Speakers**

Ms. LeeAnn Plumer will be attending the December meeting to discuss the City's open space as well as the issues raised in the Mayor's Environmental Ideas Team recommendations relating to greenways.

### **Bylaws**

Mr. Baldwin will continue to work on locating the Board's bylaws.

### **Pending Legislation**

Staff provided a document that shows the pending legislation before the Council and agreed to inform the Board of any pending legislation that applies to the Conservancy Board.

### **Mail**

There was no mail.

## **NEW BUSINESS:**

### **A. Shawn Wampler - MIT GIS Coordinator Briefing**

Ms. Wampler, MIT, GIS Coordinator, explained that the Geographical Information System (GIS) is a mapping system and gave the Board a presentation of the data within the City system. She noted that there are 150 data layers within the City GIS mapping system. She pointed out the topographical information, land use and underdeveloped areas within the City. Mr. Dunn asked if a layer of the open space in the City can be prepared. Ms. Wampler responded that it would be possible but it requires the use of State data. Mr. Dunn and Ms. Jennings agreed to establish the

criteria list and then will meet with Ms. Wampler to work on developing data layers based on the Board's criteria. They will also work with Ms. Wampler to make the URL available to the Board. Initially, Ms. Wampler agreed to send Ms. Jennings and Mr. Dunn a criteria list to help them in their work.

**B. Annapolis Neck Road Project**

Staff referred members to a memo addressed to the Planning Commission from the Annapolis Planning & Zoning Department regarding the Reserve at Quiet Waters. The property was annexed into the City and abuts the Quiet Waters Park, therefore providing a direct walking connection into the park. There is a conservation easement proposed for this project. The project was presented to the Planning Commission at their recent meeting and there were a number of concerns raised. As a result of this meeting, the developer will be amending the project to implement some of the recommendations. Staff will continue to monitor this project and report back to the Board.

**OLD BUSINESS:**

**A. Letter to Planning and Zoning – Reviewing Agency Authority**

Staff referred members to a letter addressed to Mr. Arason from the Board requesting to become a reviewing agency on development proposals. The edits submitted by the Board have been incorporated into the final version. Mr. Lippert moved to approve and send the letter. Ms. Jennings seconded the motion. The motion passed unanimously in a vote of 7-0.

**B. Letter to Planning and Zoning – Eliminating Buffer Strip Easements**

Staff presented a copy of a letter to Mr. Arason that outlines the four recommendations raised in the Board's 2008 Annual Report. The letter thanks the Department for implementing the elimination of the rear lot conservation easements but wanted to continue to work with them to implement the remaining three recommendations. Ms. Jennings moved to approve the letter as amended. Mr. Lippert seconded the motion. The motion passed unanimously in a vote of 7-0.

**C. Letter to Planning and Zoning – Supporting Fee Simple Transfer of the Brewer Avenue Conservation Easement to the City**

This letter to the Mayor relates to the City taking ownership of the 2.245-acre property on Brewer Avenue. Mr. Fogle moved to approve and send the letter as written. Mr. Baldwin seconded the motion. The motion passed unanimously in a vote 7-0. Staff agreed to provide Mr. Dunn with a copy of the signed letter.

**D. Update on the New Cooperative Agreement**

Staff met with Ms. Howie to go over the Cooperative Agreement and the handwritten notes on the copy of the draft agreement indicates concerns that were raised during the review. Ms. Howie is amicable to tailoring the agreement to the City's needs. Staff will provide Ms. Howie with the requested information and she will provide an updated copy for the Board's review. Once the document is in final form, it will be forwarded to the Mayor and Law Office.

**E. Easement Inspections**

**Recent Site Visits**

Staff toured Village Greens, Riders Glen, South Cherry Grove (damage to the rain garden and sign), Harbour View, Dutch Glen and Adams Park. Staff will contact Spa Creek Conservancy to get a grant to repair the South Cherry Grove sign.

**Reporting Forms**

The reporting form is still being prepared.

**F. Boucher Avenue Project**

This agenda item was deferred to the December 9, 2010 meeting.

**G. Final Site Plans for Park Place, Munz and Kingsport**

Staff provided a copy of a final site plan for Park Place property and discussed the possible location of the conservation easement. Staff will discuss this further with Planning and Zoning staff and report back to the Board.

**H. Open Space Review**

This agenda item was deferred to the December 9, 2010 meeting.

**I. Ideas Team Recommendations Follow-up**

This agenda item was deferred to the December 9, 2010 meeting.

**J. Regatta Bay II Easement Infractions**

This agenda item was deferred to the November meeting.

**K. New ACB Brochure**

This agenda item was deferred to the December 9, 2010 meeting.

**L. "Post Haste" Property Access Agreement Connecting Poplar and Spa Creek Trails Is Currently Being Reviewed by the Five Property Owners**

This agenda item was deferred to the December 9, 2010 meeting.

**M. Kingsport Update**

This agenda item was deferred to the December 9, 2010 meeting.

**N. Adjournment**

**The next meeting is scheduled for December 9, 2010 at 5:30pm at Pip Moyer Recreation Center.** With no further business, Mr. Lippert moved to adjourn the meeting at 7:00pm. Mr. Chapman seconded the motion. The motion passed unanimously in a vote 7-0.

Tami Hook, Recorder